

Manually Override Final Grades

Before completing your final grades, use your gradebook Preferences to format your final grade calculations and display. After you enter final grades, you may need to override a calculated final grade for a student. When overriding a calculated grade, you can set a unique value for both percent and letter grade.

1. Select the class the student is enrolled in
2. Double-click the student's final grade on the Scoresheet, or right-click the final grade, and select **Show Score Inspector**
3. Check **Manual Override** to indicate that you will be overwriting the final grade

4. Enter the new value for Percent, and select a new Grade
5. Click the Comment tab to insert a comment from the district comment bank or your comment bank

(Create your personal comment bank in your gradebook Preferences.)

6. Click **Close**, then click **Save** to record the new final grade
7. To revert back to the gradebook calculated final grade, double-click the student's final grade
8. Clear the Manual Override check box, and remove any comments that no longer apply
9. Click **Close**, then click **Save**



Final Grade

Student: Bushman, Joshua

Reporting Term: S1

Score Comment

Manual Override:

Percent: 90

Grade: A-

Points: 229/240

Comment:

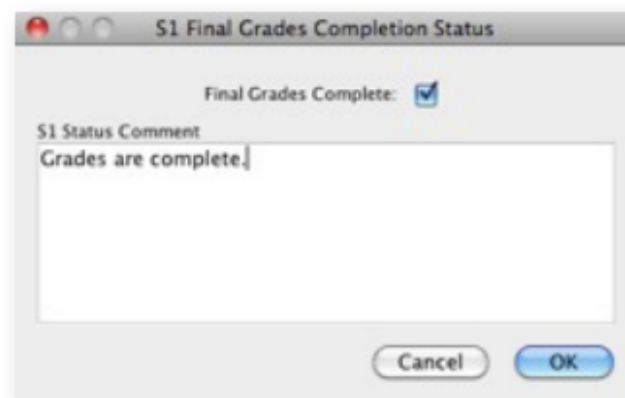
2048 characters left

Clear Close

Final Grades Completion

At the end of the term, notify your school's PowerTeacher administrator that you have finished entering the scores for the term and that the final grades are ready to be stored.

1. Select a class
2. On the Scoresheet from the Reporting Term menu, select the term that is ending, such as **S1**
3. Under the Reporting Term menu, click **[Term] In Progress**
4. If you aren't finished with final grades yet, enter a status comment for your PowerTeacher administrator, and click **OK**
5. When you have completed your final grades, check **Final Grades Complete**
6. Enter a comment indicating that final grades are complete, and click **OK**



S1 Final Grades Completion Status

Final Grades Complete:

S1 Status Comment

Grades are complete.

Cancel OK